

**SUSSEX COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH**

The Sussex County Division of Health is mandated by State Regulations to enforce the provisions of Chapter 24 Sanitation in Retail Food Establishments and Food and Beverage Vending Machines

**RETAIL FOOD/BEVERAGE APPLICATION AND APPROVAL PROCESS**

All new, temporary, seasonal, and mobile, retail food and beverage establishments; alterations to retail food and beverage establishments; and change of ownership in retail food and beverage establishments, shall follow these directions and procedures, as outlined, in order to receive approval to operate within the County of Sussex.

- Obtain a food and beverage application from the Sussex County Division of Health or utilize the on line application.
- Contact the zoning and building departments, within the municipality your establishment is located in, for additional requirements.
- Provide all necessary information and documentation as required in the application and send the completed application and documents, with the appropriate fee, to the Sussex County Division of Health, 201 Wheatsworth Road, Hamburg, NJ 07419.
  - Complete Form A
  - Complete items in Form B only if you are utilizing a septic system
  - Complete Form C if you are a mobile food vendor
- The application should be reviewed within 10 business days. It could be longer due to work load activities within the department. A letter will be sent back to the applicant either approving the application or listing deficiencies.
- Facilities that received potable water from an onsite well should contact the division to receive the requirements for water testing.
- Once the application is approved, a memorandum will be sent to the building department within the municipality (if applicable), advising that there is no objection to the issuance of any necessary building permits. A copy will be sent to the owner. (new and alterations only)
- A pre-operational inspection is required before the business will be permitted to operate. Contact the division at least 72 hours in advance of the date you would like to have the inspection.
- While waiting for the pre-operational inspection contact the Board of Health, in the municipality that you intend to operate, for a food establishment license application. Complete this application.
- If the pre-operational inspection finds all areas of the facility in compliance with the applicable regulations, a memorandum will be sent to the building department, approving the issuance of a Certificate of Occupancy. Also, a correspondence will be sent to the Board of Health granting approval of the license for the food facility.

THE OFFICE TELEPHONE IS: 973-579-0370

CONTACT: Christine B. Davey, M.A., Chief REHS, Program Coordinator